

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Phase IV Long-Range Plan Action Items

DD/A Registry

FROM: Harry E. Fitzwater
DDA
7D18 HQ

EXTENSION

NO.

83-0140/9

DATE

4 FEB 1963

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TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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This is the subject that I discussed last week at the Staff meeting. As I mentioned then, these are proposed topics.

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DD/A Registry
83-0140/9

4 FEB 1983

MEMORANDUM FOR: Director of Finance


FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Phase IV Long-Range Plan Action Items

1. As a result of the recent exercise in long-range planning for the EXCOM, a number of themes were identified which require further action. One of these is a concern on the part of EXCOM members that we formulate a long-term strategy for the automation of our financial accounting functions. You are requested to conduct a thorough review of this subject and submit a detailed report on your findings. This review should include all current functions you plan to automate, systems which are being upgraded or enhanced, and areas that would benefit from automation but are not currently scheduled due to a shortage of resources or other reasons. This report should combine all your current and planned automation in order to allocate scarce ADP resources.

2. In addition to the above, you are requested to conduct a general review and report on the performance of your Office in response to customer requests. This review should verify the need for all administrative reporting which you originate. You should include a discussion of the timeliness, quality, and responsiveness of your support, both at Headquarters and in the field. Some examples of the types of support you may wish to include are: (1) processing of field accountings, (2) payroll activities, (3) custody and disbursement of Agency funds, (4) audit and certification of claims, accountings and procurement contracts, and (5) processing of travel claims, etc. In addition to these suggested items, please provide a thorough discussion on how to reduce lead times, improve the overall quality of support, and reduce unnecessary paperwork. Your review should also identify those sections of regulations that are thought to be unnecessarily cumbersome. Conversely, you should recommend any additional authorities or regulations you feel would assist you in the performance of your responsibilities. A mutually acceptable date for the completion of these reports should be coordinated with the DDA Plans Officer.

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 Harry E. Fitzwater
DDA  (3Feb83)

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